

ADMINISTRATIVE - INTERNAL USE ONLY

17 July 1980

OFFICE OF FINANCE NOTICE No. 19-80

SUBJECT: MF Career Subgroup Board and Panels for
Evaluation and Promotion

RECISION: Office of Finance Notice No. 20-79

1. In compliance with the requirements of the Agency's uniform promotion system, the MF Career Subgroup personnel management and evaluation structure consists of a Board and eight (8) independent MF Career Subgroup Evaluation and Promotion Panels. The independent panels serve in an advisory role to the Head, MF Career Subgroup for the purpose of evaluating employees for value to the service in terms of potential, assignments and training and for recommending employees for promotion. Exceptions taken by the Director of Finance to promotion recommendations through GS-14 will be fully documented and submitted to the Head of the Career Service (DD/A) for resolution. Exceptions taken by the DD/A to the Career Service Board promotion recommendations to GS-15 will be forwarded to the DCI/DDCI for resolution. All exceptions are to be reported to the Director of Personnel Policy, Planning and Management, and the respective board or panel will be briefed on the reason for such exceptions.

MF Career Subgroup Board

STATINTL The MF Career Subgroup Board is responsible to the Director of Finance for monitoring the application and functioning of the Agency personnel program as it applies to Finance personnel consistent with subparagraph c. of Headquarters Regulation [REDACTED]. The MF Career Subgroup Board will consist of a Chairman, to be designated by the Director of Finance, and all SIS Finance Officers. The Assistant Director for Career Management, Office of Finance, serves as Executive Secretary.

The Board acts in an advisory capacity and makes recommendations to the Director of Finance as Head of the MF Career Subgroup of the DDA Career Service. Within this context, the Board's responsibilities include: the development of personnel management plans; the formulation of training and career development policies; selection of MF Careerists for fulltime sponsored training and attendance at Senior Management Schools; the initiation and/or evaluation of recommendations for Honor and Merit Awards for MF Careerists; recommendations for actions designed to ensure the effective utilization of the Office of Finance personnel resources; and such other functions as may be assigned by the Director of Finance.

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Panel #1

This panel is responsible for the comparative evaluation of all MF Personnel in grades GS-15 and GS-14 and for advising the Career Service Board on GS-15's and for recommending GS-14's for promotion to the Head of the Career Service (DDA). This panel will provide advice on GS-15's to the Director of Finance as a member of the DDA Career Service Board. The DDA Career Service Board is responsible for comparative evaluation listing, promotion, and executive development of all DDA careerists at the GS-15 level using advice provided by this and other sub-group panels. Panel #1 will consist of the Deputy Director of Finance as permanent Chairman and five (or six) members at the SIS level.

Panel #2

This panel is responsible for the comparative evaluation of all MF personnel in grade GS-13 and for making promotion recommendations to the Director of Finance for his approval. Panel #2 will consist of a chairman to be designated by the Director of Finance and five (or six) members in grade GS-15 (or above) with at least three being Finance Officers assigned outside the Office of Finance headquarters.

Panel #3

This panel is responsible for the comparative evaluation of all MF personnel in grade GS-12 and for making promotion recommendations to the Director of Finance for his approval. Panel #3 will consist of a Chairman to be designated by the Director of Finance and five (or six) members in grade GS-14 (or above) with at least three being Finance Officers assigned outside the Office of Finance headquarters.

Panel #4

This panel is responsible for the comparative evaluation of all MF personnel in grades GS-11 and GS-10 and for making promotion recommendations to the Director of Finance for his approval. Panel #4 will consist of a Chairman to be designated by the Director of Finance and five (or six) members in grade GS-13 (or above) with at least three being Finance Officers assigned outside the Office of Finance headquarters.

Panel #5

This panel is responsible for the comparative evaluation of all MF personnel in grade GS-09 other than those in the secretarial/clerical profession and for making promotion recommendations to the Director of Finance for his approval. Panel #5 will consist of a

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Chairman to be designated by the Director of Finance and five (or six) members in grade GS-12 (or above) with at least three being Finance Officers assigned outside the Office of Finance headquarters.

Panel #6

This panel is responsible for the comparative evaluation of all MF personnel in grades GS-08 and GS-07 other than those in the secretarial/clerical profession and for making promotion recommendations to the Director of Finance for his approval. Panel #6 will consist of a Chairman to be designated by the Director of Finance and five (or six) members in grade GS-12 (or above) with at least three being Finance Officers assigned outside the Office of Finance headquarters.

Panel #7

This panel is responsible for the comparative evaluation of all MF personnel in grade GS-06 and below other than those in the secretarial/clerical profession and for making promotion recommendations. Panel #7 will consist of five members who are Deputy Division/Staff Chiefs within the Office of Finance with Chairman to be appointed from among the membership by the Director of Finance.

Panel #8

This panel is responsible for the comparative evaluation of all MF personnel in the secretarial/clerical profession in grades GS-07 and below and for making promotion recommendations. Panel #8 will consist of five members who are Division/Staff Chiefs within the Office of Finance with Chairman to be appointed from among the membership by the Director of Finance.

2. The Assistant Director of Career Management will serve as advisor (non-voting) to the MF Career Subgroup Panel #1. The Career Management Officer responsible for the designated grade level will serve as advisor (non-voting) to Panels #2 through #8 on personnel management matters and panel procedures.

3. The DDA Senior Secretarial Panel is responsible for comparative evaluation and promotion of MF senior secretaries in grades GS-08 and 09.

4. The MF Career Subgroup Panels will be encouraged to make suggestions for improving personnel management and for possible career enhancing assignments and training of MF Careerists.

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5. Panel members will be appointed, in accordance with the Agency's Personnel Evaluation System and based on their knowledge of the various finance functions within the career subgroup and their knowledge of the MF Careerists performing these functions. Panel members will generally serve for a minimum of one year and be rotated to permit participation by as many careerists as possible; however, continuity of panel membership will be maintained to assure adherence to prescribed policies and procedures. Meetings normally will be held to meet the schedule of the uniform promotion system.



STATINTL

Edward L. Sherman
Director of Finance